



UTAH INTERPRETER PROGRAM

5709 South 1500 West / Taylorsville UT 84123-5217

Temporary Permit Outline

August 2006

The Temporary Permit is intended as a temporary solution to extraordinary circumstances. It is granted by the Utah Interpreter Program Director of Certification to both the requesting agency and the individual on a contractual basis. The permit remains in effect for the amount of time agreed upon by the sponsoring agency, the individual and the Director of Certification, as long as the conditions of the individual's professional development plan are met.

A Temporary Permit is just that -- a *permit*, not a certification level. Those holding the Temporary Permit are individuals who have not yet taken or passed the Utah Certification Test. Because of urgent or extraordinary circumstances, this person has been requested to provide interpreting services. As no level of skill has been ascertained, this person should only provide basic or fundamental communication services strictly in the specified situation for which the permit is granted.

The employer/sponsoring agency requesting a Temporary Permit, along with the permit candidate, must complete and submit the following prior to a permit being considered:

1. Temporary Permit candidate application
2. A detailed professional development plan which must include the following:
 - a. Specific plans and timelines for taking the Utah Written and Performance exams and becoming certified.
 - b. Specific skill enhancement actions and timelines to prepare for the certification exams.
3. Permit fee (\$125), paid by the prospective employer/sponsoring agency.
4. Employer/sponsoring agency *original* application (no photo copies or duplications accepted) , which includes such information as:
 - a. What efforts the agency has made to hire certified interpreters. This should include date-specific information for type of recruiting, wage, etc.
 - b. What support will be offered to the permit holder to assist in their plan to become certified (one-on-one mentoring, workshops, language development, etc.).
 - c. The genre of interpreting in which the permit holder will be working, and how this individual will be monitored for quality of work in those settings.

After the required materials have been submitted, the following screening and reviews will occur:

1. A sample of the candidate's work will be recorded. The sample will then be screened by the Permit Committee, which consists of a Deaf individual, a certified sign language interpreter, and the Director of Certification.
2. The permit application and professional development plan will be reviewed for thoroughness and appropriate timelines.
3. The sponsoring agency application will be reviewed for justification of hiring a non-certified interpreter.
4. The three (3) reviews outlined (in No. 1) above will determine approval or denial of the permit.

(continued on reverse side)

If the Temporary Permit is granted, the non-certified interpreter will be required to:

1. Sign a contractual agreement:
 - a. The contract must be signed and submitted before the Temporary Permit will be formally approved. The agreement must be signed by the candidate, and the Director of Certification.
2. Follow the Permit requirements, including being supervised by an approved mentor for a minimum of 12 hours per month.
3. Register and pay for the Utah Written Exam.
 - a. If the Written Exam is failed, the Temporary Permit will lapse.
 - b. If the Written Exam is passed, 90 days additional time will be allowed for the non-certified interpreter to work under the conditions of the Temporary Permit to prepare and take the Utah Novice Performance Test.
4. Register and pay for the Utah Novice Performance Test. The test must be taken within 90 days of the date on the Written Exam pass notification letter.

Once the approved and contracted Temporary Permit has been granted, the permit holder will be monitored monthly by the Permit Committee. The non-certified interpreter holding the Temporary Permit will be required to submit a monthly report to the Permit Committee. Failure to comply with these requirements will result in revocation of the Temporary Permit.

A letter detailing the authorized setting, requirements for monthly reports, and the expectations from the professional development plan will be sent to the permit holder and the employer/sponsoring agency once the permit is granted.

Any individual who does not follow the time-line and documentation requirements of the Temporary Permit will have their permit revoked. No additional permits will be granted for this individual.

Related Forms

Temporary Permit Application

Employer/Sponsoring Agency Application

Permit Tracking Form